

Privacy Notice

External venue booking



**North Yorkshire
County Council**

This Privacy Notice is designed to help you understand how and why the County Council processes your personal data in relation to corporate travel. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
infogov@northyorks.gov.uk // 01609 53 2526

What personal information do we collect?

In order to arrange external venue bookings we require your name, corporate email address and telephone number. We may also require information about any specific needs (such as wheelchair access or dietary requirements of those attending an external venue).

Why do we collect your personal information?

We require your name, email address and telephone number so that we can confirm your booking and share relevant information with you in relation to your booking as well as responding to queries/issues with bookings. The Training and Learning admin team will use the information held to analyse the data around external venue booking to understand and determine whether any efficiencies can be made.

Who do we share this information with?

Internally – Procurement and Contract Management Service.
Externally – external venue 3rd party provider.

How long do we keep your information for?

Information relating to bookings and attendee requirements is retained for two years following closure of the booking. This is to allow both the Council and the venue a period of time to settle any outstanding accounts.

Internally we will keep commitment record information longer to assist with financial planning and forecasting.

What is our lawful basis for processing your information?

Article 6(1)(e): The processing of personal data is necessary for the performance of a task that is in the public interest. The public interest being the authority getting best value from public funds.

Article 9(2)(g): The processing of any health data is necessary for substantial public interests. The substantial public interest being compliance with the provisions of the Equality Act 2010 and any subsequent amendments. Therefore reliance on this processing condition is in pursuance with Schedule 1, Part 2 (6)(2)(a) of the Data Protection Act 2018.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).